

22^{NOV}
1967

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Suggested Christmas Program - 1967

1. I am attaching a proposed program for the Agency's observance of the 1967 Christmas Season. Tab A is an outline of the program for this year. Tab B is a memorandum from the Director of Personnel to Deputy Director for Support outlining the program and requesting his concurrence. Tab C is a draft of the proposed employee bulletin.

2. You will note that the program is similar to the one we have had the last two years with the exception of the program by the Agency Chorale. I was told that the Agency Chorale had temporarily disbanded and would not present a program this year.

3. As in previous years, the Four Seasons Garden Club will decorate the tree at Headquarters Building.


Chief, Benefits and Counseling Branch

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Decorations

(a) A decorated Christmas tree in the main lobby of Headquarters Building. It is suggested that this tree be put on the upper level at the top of the steps this year in approximately the same position that other displays have been placed. This will permit the tree to be seen by more people than when it was placed on the lower level and will not require as large a tree. The tree will again be decorated by the Four Seasons Garden Club.

(b) Decoration of individual offices, including the doors, to be left to the initiative of the individual offices, within the restrictions of applicable regulations and policies.

Religious Services

Protestant and Catholic services to be held in the Auditorium on Wednesday, 20 December 1967. The Protestant services will be conducted by The Reverend John Graham, Pastor of the Lewinsville Presbyterian Church, McLean, at 11:00 A. M. The Catholic Mass will be celebrated by The Reverend Jules L. Claes, C. I. C. M., of St. John's Catholic Church, McLean, at 12:30 P. M. (The times are reversed from last year).

Special Music

Due to temporary disbandment of the Agency Chorale there will be no special music this year.

Employee Bulletin

Distribute an Employee Bulletin on 11 December announcing the program.

HEADQUARTERS
EMPLOYEE BULLETIN

CHRISTMAS ACTIVITIES - 1967

1. Again this year, the Agency is sponsoring appropriate religious services in keeping with the spirit of the Christmas season. These services will be held in the Auditorium at Headquarters Building as follows:

Wednesday, 20 December 1967

11:00 A. M. Protestant Services

Conducted by The Reverend John Graham,
Pastor of the Lewinsville Presbyterian Church,
McLean

12:30 P. M. Catholic Mass

Celebrated by The Reverend Jules L. Claes,
C. I. C. M., of St. John's Catholic Church, McLean

2. Official Christmas decorations for the 1967 season will be similar to those of last year with a large tree decorated by the Four Seasons Garden Club and located in the foyer of the main entrance. Individual offices may plan their own Christmas decorations and activities within the restrictions of applicable regulations and policies. Employees are reminded of safety measures prescribed in Chapter XVII of [REDACTED] for the use of decorative materials. For safety guidance regarding the use of electrical decorations, call Extension [REDACTED] or take the items to Room 1J-45. It is requested that only masking tape be used on doors and walls. Do not use cellophane tape, nails, staples, or other fastening devices. Note: please read directions on spray cans carefully as some brands permanently damage glass.

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3. Agency cafeterias in Headquarters Building will be closed 23-25 December and 30 December - 1 January.

In addition, no evening meal will be served 26-29 December. (On those dates the cafeteria will close at 3:30 P. M.) Ames Bldg. cafeteria will be closed 25 December and 1 January only (otherwise no change from regular schedule).

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Approved For Release 2002/01/08 : CIA-RDP85-00375R000100140014-2

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SUGGESTED CHRISTMAS PROGRAM

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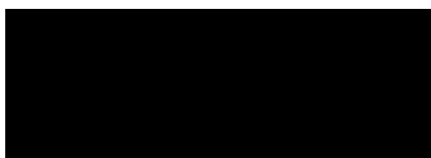
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